

<p><b>STATE OF MICHIGAN 36<sup>TH</sup> CIRCUIT COURT 7<sup>TH</sup> DISTRICT COURT PROBATE COURT VAN BUREN COUNTY</b></p>	<p><b>CASEFLOW MANAGEMENT PLAN</b></p>	<p><b>LOCAL ADMINISTRATIVE ORDER</b> <b>C36 2015-13 J</b> <b>D07 2015-12J</b> <b>P80 2015-08J</b></p> <p><b>RESCINDS:</b> <b>C36 2011-03J</b> <b>D07 2015-08</b> <b>P80 2011-01J</b></p>
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Court Address  
212 E. Paw Paw Street, Paw Paw, MI 49079

Court Telephone No.  
(269) 657-8200

## **IT IS ORDERED:**

This administrative order is issued in accordance with Michigan Supreme Court Administrative Order 2013-12.

### **A. Goals of the Court**

The court adopts the following Caseflow Management Plan to:

1. Expedite the disposition of all cases in a manner consistent with fairness to all parties and what is permissible under law;
2. Minimize the uncertainties associated with processing cases;
3. Ensure equal access to the adjudicative process for all litigants.

### **B. Case Processing Time Guidelines**

The court adopts this plan to comply with the time guidelines as set forth in Administrative Order 2013-12. The court will not dismiss a case for the sole reason that it is likely to exceed the guideline.

### **C. Scheduling Policy**

The court will schedule all cases or contested matters in a manner that minimizes delay for the parties and that reduces the possibility of adjournment of scheduled events. The court will control all cases from case initiation through post-disposition proceedings by:

1. Appropriate case screening;
2. Scheduling conferences and orders for the purpose of achieving date certainty;
3. Management of discovery and motion practice;
4. Realistic scheduling of all court events.

The court will monitor all cases and contested matters to ensure that no case exists for which a future action or review date has not been scheduled. The court will schedule all cases pursuant to the time guidelines set forth in Administrative Order 2013-12. To the best of the court's ability, no case or contested matter will be permitted to remain on this court's docket in excess of the guidelines set for by Administrative Order 2013-12 without an immediate review or without the court setting forth the reasons for an extension and setting new limits.

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#### **D. Adjournment Policy**

The court strictly adheres to MCR 2.503.

#### **E. Alternative Dispute Resolution (ADR)**

The court encourages alternative means to resolve disputes. Litigants will be provided with information regarding area dispute resolution and counseling centers. Cases referred to ADR shall remain open.

#### **F. Pretrial Scheduling Orders**

1. Civil pretrial and scheduling order will be completed by the court upon the receipt of an answer showing the matter is contested.
2. Misdemeanor criminal pretrials should be scheduled at the same time of arraignment and within 28 days barring unusual circumstances. Felony criminal pretrials should be scheduled at the time of bind over and within 28 days barring unusual circumstances. Any plea agreement shall be written in the file. If the case is to be dismissed, a nolle prosequi shall be presented to the court for signature. If the case is not resolved at the first pretrial, the case shall be scheduled for a second (final) pretrial and jury trial, except in unusual circumstances where the parties may agree to another pretrial being scheduled, and then only with the permission of the court. The court will take into consideration the age, nature and timeframes contained herein before allowing another pretrial.

#### **G. Settlement or Final Pretrial Conferences**

Every traffic, criminal and civil action that is not disposed of through mediation, case evaluation, or other means will be scheduled for a settlement conference and conducted in accordance with MCR 2.401. Persons with authority to settle the case, including the parties to the actions, agents of the parties, representatives of lien holders, or representatives of insurance carriers shall be present at the conference.

#### **H. Trial Scheduling and Management**

Trials should be scheduled in a manner that minimizes adjournments for scheduling conflicts and ensures trial date certainty. Trial dates will be scheduled at the conclusion of the pretrial conference. To avoid future scheduling conflicts, attorneys must be able to confirm their trial date availability.

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## I. Monitoring Systems

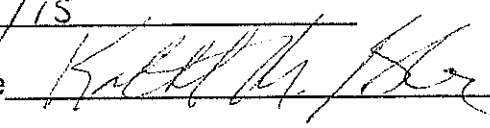
The court's case management system will:

1. Monitor case progress;
2. Generate reports for measuring pending inventory and measuring compliance with the time guidelines.

Specific reports that will be available from the case management system are: cases with no next action date, age of pending cases, number of cases pending beyond time standards by judge, age of cases at each event, age of cases at disposition, time intervals between events, and exception reports.

Effective Date: 10/16/15

Date: 10/16/15

Chief Judge Signature 

**Linda Sekula**

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**To:** Kathleen Brickley  
**Subject:** RE: Van Buren Caseflow Management Plan - Approved

**From:** Region5 Info [<mailto:InfoR5@courts.mi.gov>]  
**Sent:** Wednesday, October 21, 2015 11:57 AM  
**To:** James Becker; Kathleen Brickley; Barb Dundon; Frank Hardester; Craig A. Hess; Lynn Bullard  
**Cc:** Region5 Info  
**Subject:** Van Buren Caseflow Management Plan - Approved

Van Buren Caseflow Management Plan - Approved  
C36 2015-13J, rescinds 2011-03J  
D07 2015-12J, rescinds 2015-08  
P80 2015-08J, rescinds 2011-01J

This is to advise that we have reviewed the above referenced administrative order and find that it conforms to the requirements of MCR 8.112(B). This order is being accepted and filed until advised by your court of any change.

Jill Booth  
Region V Administrator  
P.O. Box 30048  
Lansing, MI 48909  
517-373-8679

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